

DISASTER ALERT

FLOOD 1998

JOB TRAINING PARTNERSHIP ACT



Employment Development Department

Number: FA98-3

Date: February 25, 1998

69:140:das

TO: SERVICE DELIVERY AREA ADMINISTRATORS
CALIFORNIA CONSERVATION CORPS
LA COOPERATIVA CAMPESENA DE CALIFORNIA
NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL

SUBJECT: FLOOD ASSISTANCE 1998 PROJECT REPORTING

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The purpose of this Alert is to provide reporting information and a copy of the Monthly Supplemental Estimate Report (MSER) to be used for the Flood Assistance 1998 Project.

MSER REPORTS

Per the Department of Labor's (DOL) letter dated February 19, 1998, the MSER must be completed on a semi-monthly basis starting immediately until the end of the project. The MSER fulfills the DOL requirements of current data relative to participant enrollment, activities begin performed, expenditures, monitoring visits, services provided (job titles), and comments on significant events that may have occurred during the reporting period. These reporting periods will cover from the 1st through the 15th, and the 16th through the last day of the month. In addition, these reports are cumulative from the beginning of the project.

The report must be faxed to the Job Training Partnership Division (JTPD) at (916) 654-9586 or 654-9657 on the 3rd day after the cycle end date. Since JTPD is required to submit this information contained in MSER to DOL by the 5th day after the end of each cycle, we must receive reports from all entities operating a Flood Assistance Project in a timely manner. The report due dates through term of the project are:

<u>Month</u>	<u>Mid-Month Due Date</u>	<u>End of Month Due Date</u>
February		March 3, 1998
March	March 18, 1998	April 3, 1998
April	April 17, 1998	May 4, 1998
May	May 18, 1998	June 3, 1998
June	June 18, 1998	July 3, 1998
July	July 17, 1998	August 3, 1998
August	August 18, 1998	September 3, 1998
September	September 18, 1998	October 2, 1998
October	October 16, 1998	November 3, 1998
November	November 18, 1998	December 3, 1998
December	December 18, 1998	January 4, 1999
January	January 18, 1999	February 3, 1999
February	February 18, 1999	March 3, 1999

The MSER should be completed by fax, and no hard copy is required. As indicated on the report, the mid-month submission does not require estimated accrued expenditure data nor the number of monitoring visits. For all MSERs the totals for Items 3 and 7 should match Item 1.

QUARTERLY REPORTS

On a quarterly basis the Participation and Termination Summary (JTPA 10E), a Participant Characteristics Summary (JTPA 11) and a Summary of Expenditures (JTPA 12E) reports are required. The instructions for the completion and submittal of these reports are somewhat different for Service Delivery Area (SDA) project operators and non-SDA project operators due to the availability of the Job Training Automation (JTA) system.

SDA Project Operators:

All SDA project operators are required to complete the JTPA 10E, JTPA 11 and JTPD 12E reports on a quarterly basis. Generally the instructions for these reports will be consistent with other instructions for National Reserve Account reporting. Further quarterly instructions and due dates will be transmitted via quarterly Information Bulletins.

Non-SDA Project Operators:

Non-SDA project operators are required to complete the JTPA 12E, Summary of Expenditures report on a quarterly basis. Further, quarterly instructions and due dates will be transmitted via quarterly Information Bulletins. Please be aware that these reports must also be submitted in hard copy form to JTPD.

The participant reports, the JTPA 10E and JTPA 11 which are also required, will be generated through the JTA computer system. The Employment Development Department, Job Service Division will complete the JTPA 10E and the JTPA 11 reports and submit them to JTPD on behalf of the California Conservation Corps and La Cooperativa Campensia de California. Separate arrangements are being made for the Northern California Indian Development Council.

Please ensure this Alert is shared with staff responsible for the Management Information system. If you have any questions, please contact Annette Wolfgang, at (916) 654-8004 immediately.

/S/ JIM CURTIS, Manager
Program Management Section

Attachment

**JTPA TITLE III, NATIONAL RESERVE ACCOUNT
1998 FLOOD ASSISTANCE PROJECT
MONTHLY SUPPLEMENTAL ESTIMATE REPORT**

Submitted to: **Employment Development Department
Job Training Partnership Division
Attn: Annette Wolfgang
FAX: (916) 654-9586**

Submitted by: _____
(Subgrantee Name) (Subgrant No.)

(Contact Person - Print) (Phone)

(Contact Person Signature)

Report for period ending: _____

1. Total Participants Enrolled to Date: _____

2. Total Participants Currently in Temporary Jobs: _____

3. Types of Activities Being Performed:

Activity Types	Number of Participants
Property Cleanup	_____
Utilities Restoration	_____
Repair of Public Structures	_____
Providing Public Services	_____
Other (Describe)	_____
Other (Describe)	_____
Total (Should equal Item 1)	_____

- [illegible]

- | Job Titles | Cumulative Number |
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| Total (Should equal Item 1) | |